

I. GENERAL INFORMATION

1. SOLICITATION NO.:	72030619R00023
2. ISSUANCE DATE:	July 3, 2019
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:	July 18, 2019 no later than 16:30 Kabul time
4. POSITION TITLE:	Senior Security Specialist
5. MARKET VALUE:	\$90,621 - \$117,810 equivalent to GS-14 Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with four option years pending approval, need, performance, and funding, not to exceed five years.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens
9. SECURITY LEVEL REQUIRED:	Top Secret clearance Sensitive Compartmented Information (TS/SCI)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

Safety and security are serious issues in Afghanistan and are the reason Afghanistan is designated as a critical threat, unaccompanied post. Travel outside of Kabul and other cities in Afghanistan are tightly regulated and monitored by the Regional Security Office (RSO). For the well-being of Mission staff and Implementing Partners (IPs), it is imperative that all precautions and measures are taken to minimize threats to safety and security. The Partner Liaison Security Office (PLSO) provides a high level of oversight and advice on safety, security, and operational support to all USAID IPs. The Mission of the PLSO is to provide informational analysis that will support USAID's IPs and their staff throughout the country as well as fulfill requirements dictated by the Mission's (Front Office) FO. The PLSO will also provide oversight of the daily and weekly incident summary reports and maintain a database cataloging all critical incidents by date, type and provincial location.

The basic function of the Senior Security Specialist is to provide a high level of safety, security and operational support to all USAID IPs throughout Afghanistan. The Senior Security Specialist is responsible for monitoring critical security information and performing a full range of safety, security and operational activities throughout all of USAID operational areas in country. The Senior Security Specialist reports to the Deputy Mission Director and has supervisory authority over one US/TCN PSC and two CCN/PSC employees. Duties involve the management, supervision, or performance of work in: developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials.

2) Statement of Duties to be Performed:

1. Safety and Security: The incumbent's primary responsibility is to USAID/Afghanistan Implementing Partners; providing security coordination and measures to ensure the safety of operations. Incumbent continuously monitors and updates USAID safety and security policies and practices and ensures maximum safety and security for IPs operating in the field through operations tracking and information dissemination. The incumbent is responsible for liaising with Regional Security Office (RSO), Department of Defense Security Offices, IPs, Overseas Security Advisory Council (OSAC), and senior staff from various Agencies within the Mission and others as required to support and carry out PLSO program responsibilities. The incumbent reports directly to the Deputy Mission Director and supports USAID's FO, Office of Management (OM), and Regional Security Office during emergencies and incidents as needed. The incumbent conducts segments of advanced surveys to identify security risks, and assists in developing threat mitigation strategies. The incumbent provides routine security briefs to IPs and can recommend security training providers.

2. Operations and Tracking: The incumbent is the point of contact for all program-related and non-routine security matters within USAID/Afghanistan and serves as the on-the-ground lead for all USAID/SEC initiatives. The incumbent maintains and manages the PLSO IP database to ensure all partner employees are accounted for during emergency situations. The incumbent continuously tracks IP locations and operations as well as incidents and events that could affect the security situation. Incumbent receives and consolidates all incident reports as they are provided by IP and other sources and maintains a database cataloging all critical incidents by date, type and provincial location. The incumbent conducts independent information analysis and evaluates all information as it relates to political, economic, social, technical, or military conditions with regard to the safety and security of USAID/Afghanistan IPs. Incumbent coordinates the management of the Armored Vehicle Program and security equipment provided to IPs with the OM and the Office of Acquisition and Assistance (OAA) while maintaining strict accountability of all USAID/Afghanistan program-funded armored vehicles and security equipment utilized by USAID partners and assists with customs clearance and registration procedures. The incumbent may conduct travel by air and ground assets to IP guest houses and offices to assess safety and security requirements and provide reports on these assessments.

3. Information Dissemination: Incumbent plans and responds to information requests regarding IP security measures and status. The incumbent disseminates daily and weekly incident summaries to IPs and subcontractors, the RSO, and other offices that are determined to have a "need to know." Incumbent also assists in the review and evaluation of the dissemination process. The incumbent provides program and technical offices with updates and information as needed in regards to IP security situations and or concerns.

4. Afghan Public Protection Force (APPF): The incumbent is the lead for the day-to-day management and coordination of Afghan Public Protection Force (APPF) issues for USAID/Afghanistan. The incumbent coordinates data collection with OAA, contracting office representatives and other USAID offices on the status of contract activity between the APPF and IPs. The incumbent provides APPF updates to the FO and the Office of Afghanistan and Pakistan Affairs (OAPA) in Washington DC. Incumbent is the primary interface between the Front Office (FO) and the US Embassy's Coordinating Director on APPF-related issues and attends and participates in other APPF calls and requests for information as needed.

3) USAID Consultation or Orientation:

The selected applicant shall proceed to Washington, D.C. for at least two (2) weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five (5) years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent reports to and receives technical oversight and guidance from the Deputy Mission Director.

5) Supervisory Controls:

The incumbent supervises one United States Personal Services Contract (USPSC) and two Cooperating Country National Personal Service (CCNPSC) employees.

6) Other important information:

During the period of this contract, the incumbent must provide at least 15% of their time to training of a Cooperating Country National (CCN) employee designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

11. AREA OF CONSIDERATION:

United States Citizens:

- Be a U.S. citizen;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Top Secret Clearance Sensitive Compartmented Information (TS/SCI);
- Be able to obtain a Department of State (Class 1) medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you require more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the minimum qualifications. Offers will be pre-screened and only those that meet the minimum qualifications will be considered. The minimum qualifications necessary to be considered for the position are as follows:

- a) **Education:** A Bachelor's degree in Law Enforcement, Strategic Security Studies, International Development, Business Administration, Transportation Logistics, Security Operations or Crisis Management is required. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** Minimum of seven (7) years of specialized expertise in managing an established safety and security operation in a conflict and/or post-conflict and/or post-disaster context with a US Government agency, bilateral or multilateral organization, international non-governmental organization or private company is required. Out of the total of seven (7) years of experience, the incumbent must have a minimum of three (3) years' experience in a developing country and one year experience in a conflict, post-conflict and/or post-disaster program for emergency relief, humanitarian assistance or reconstruction, managing a transportation and/or logistics contract or agreement, or experience as a team member for an emergency relief/humanitarian assistance or reconstruction program is required. (Work experience requirement must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's

references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to a combined total of two pages (paper size A4 or Letter) typed (12 point font). Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Relevant Experience

Demonstrated experience providing safety and security expertise in a conflict, post-conflict and/or post-disaster context.

FACTOR #2: Communications & Teamwork

Demonstrated ability and skills to interpret security and safety information, policies and procedures regarding risk management in a high threat environment and the ability to explain them to stakeholders. Ability to work collaboratively across the Mission to include the U.S. Embassy and other stakeholders as a cohesive member of the USAID/Afghanistan team.

FACTOR #3: Analytical Skills

Demonstrated ability and skills to understand and analyze Security/Safety procedures, mitigation and contingency plans and the ability to provide applicable advice to implementing partners.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1 20 points

Factor #2 10 points

Factor #3 10 points

Interview Performance: 60 points

Interview questions will revolve around the candidate's propensity to:

- Think creatively and critically
- Synthesize and communicate information in a clear and concise manner
- Present ideas and opinions
- Describe how their skills and abilities are appropriate for this position

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030619R00023 – Senior Security Specialist** to: Afgpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Offerors must be received by the closing date and time specified in Section I, item 3. Eligible offerors are required to submit the following documents to be considered for this position:

1. Form AID 309-2, "Offeror Information for Personal Services Contract with Individuals," available at: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae (CV) or resume.
3. A supplemental document with written responses to the Evaluation Factors.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in removal from further consideration.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number and position title in the subject line of email offer submission. Any attachments provided via email must be compatible with Microsoft Word or PDF and not compressed (.rar/.zip etc).

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Contractor Employee Biographical Data Sheet (AID 1420-17);
2. Declaration for Federal Employment (OF-306);

3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
6. Finger Print Card (FD-258);
7. Statement of Prior Service (SF-144A).

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- 1) Employer's Federal Insurance Contribution Act (FICA) Contribution (for USPSC's only)
- 2) Contribution toward Health & life insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) Annual Increase (pending a satisfactory performance evaluation)

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**

https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at

<http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.